

## **Protocol for providing testimony for remote meetings of the Hawaii Invasive Species Council**

Testimony may be provided in person or in writing, submitted electronically to [Leyla.V.Kaufman@hawaii.gov](mailto:Leyla.V.Kaufman@hawaii.gov). To give Board members sufficient time to consider written testimony, please submit the testimony no later than 24 hours prior to the Board Meeting. Any late written testimony will be retained as a part of the record, but we cannot assure that Board members will receive it with sufficient time for review prior to decision-making. Written testimony will be acknowledged at the meeting.

To provide **live oral/video testimony** during the online meeting, email your request to [Leyla.V.Kaufman@hawaii.gov](mailto:Leyla.V.Kaufman@hawaii.gov) at least 24 hours in advance, with your name, phone number, email address, computer identification name (check your device settings), and the agenda item you would like to testify on live during the meeting. Once your request has been received, you will receive a Zoom link via which to testify. You will need a computer with internet access, video camera and microphone to participate. If you require access by phone only, please indicate that in your email request.

Public testimony will be taken when each agenda item is discussed. You can monitor meeting progress via YouTube livestream at this link:  
[https://www.youtube.com/channel/UCFT6SAASZIUxd\\_XgZMCjGsQ](https://www.youtube.com/channel/UCFT6SAASZIUxd_XgZMCjGsQ)

Testifiers will be called on by a co-Chair to offer testimony. Until that time, you will be placed in a “Waiting Room”. While waiting to provide testimony, you will need to mute your microphone and turn off your video. When it is your turn to speak, you will be given full access to the meeting. At that time, if you are watching the YouTube livestream, you will need to mute the YouTube livestream to avoid feedback.

When testifying, please state your first and last name for the record. If you are testifying on behalf of an organization, please include the name of the organization as well.

Testimony will be limited to a maximum of three (3) minutes. You will be given notice when 30 seconds remain. If you continue to testify beyond your allotted time, a co-Chair will kindly ask you to complete your testimony.

If you have submitted written testimony and have also signed up to deliver it orally, the Chair will ask you to kindly summarize your points.

When you have finished testifying, you will be put back in the “Waiting Room”. Please stay there until your agenda item is complete in case Council Members have questions.

Staff will be monitoring people joining the Board meeting by video and will do their best to take each person in an orderly fashion. Please be patient as we continue to navigate this new platform.